

# EMPLOYMENT INQUIRY

Form Approved:  
Budget Bureau No. 04-R162

NAME OF APPLICANT		POSITION APPLIED FOR		SOCIAL SECURITY NO.				
<b>1. NATURE OF YOUR ASSOCIATION WITH APPLICANT</b> (Check applicable box) <input type="checkbox"/> HIS EMPLOYER <input type="checkbox"/> HIS SUBORDINATE <input type="checkbox"/> ACQUAINTANCE OTHER <input type="checkbox"/> HIS SUPERVISOR <input type="checkbox"/> FELLOW EMPLOYEE <input type="checkbox"/> (Specify)				APPROXIMATE TIME KNOWN				
<b>2. COMPLETE ONLY IF YOU WERE APPLICANT'S EMPLOYER/SUPERVISOR</b>								
A. BEGINNING SALARY		B. POSITION TITLE		C. BEGINNING DATE				
D. LAST SALARY		E. POSITION TITLE		F. ENDING DATE				
G. IF NO LONGER IN YOUR EMPLOY, SHOW REASON FOR LEAVING			H. WOULD YOU REEMPLOY APPLICANT? <input type="checkbox"/> YES <input type="checkbox"/> NO (If no, indicate reasons under item 10, "Remarks")					
<b>3. EMPLOYMENT EVALUATION</b> (Based on your experience with applicant, complete all items below. Where trait has not been observed, check the "Unknown" column. Please add any clarifying information in Section 10. Remarks.)								
				OUT STANDING	BETTER THAN AVERAGE	ADEQUATE	UNSATIS- FACTORY	UNKNOWN
A. <b>JOB INTEREST</b> - Accepts assigned responsibility and effectively accomplishes duties in an approved manner within time established.								
B. <b>COOPERATION</b> - A team worker, maintains good working relationship.								
C. <b>INITIATIVE AND CREATIVENESS</b> - Ability to think along original lines and to work without detailed instructions or supervision.								
D. <b>EMOTIONAL STABILITY</b> - Poise and judgement in meeting adverse or emergency situations.								
E. <b>TESTABILITY</b> - Ability to adjust to changes in working or living environments.								
F. <b>CONSIDERATION FOR OTHERS</b> - Courteous in daily contacts including attitude toward different races, religions, and nationalities.								
G. <b>DECISION MAKING ABILITY</b> - Ability to make sound decisions.								
H. <b>QUALITY OF PERFORMANCE</b> - Accomplishes assignments in a worthwhile manner.								
I. <b>LEADERSHIP</b> - Capacity to effectively assign duties and motivate employees.								
J. <b>COMMUNICATION</b> - Ability to express self				Orally				
				In Writing				
K. <b>COMPREHENSION</b> - Ability to understand and evaluate job problems.								
L. <b>DEPENDABILITY</b> - Has good attendance pattern, is punctual and diligent.								
M. <b>APPLICATION</b> - Effectively uses knowledge of speciality to preform duties.								
N. <b>JOB KNOWLEDGE</b> - Has knowledge of techniques and procedures applicable to the job for which being considered.								
O. <b>GROWTH POTENTIAL</b> - Ability to stay current in specialty and readily adjust to new ideas and techniques.								
<b>PERSONAL APPRAISAL</b> (Check applicable box)							YES	NO
4. Do you have any reason to question this person's loyalty to the United States?								
5. Do you have any reason to believe this person belongs, or has belonged, to any communist or fascist organizations or to any organization which advocates overthrowing or altering our constitutional form of government by force or other illegal means?								
6. To your knowledge does this person associate, or has he associated, with any person whose loyalty to the United States is questionable or who belongs to any of the types of organization described in 5 above?								
7. Do you have any knowledge of any behavior, activities, or associations which tend to show that this person is not reliable, honest, trustworthy, and of good conduct and character?								
8. Would you recommend the applicant for the job for which he has applied?								
9. Do you have knowledge of any physical or mental condition which would adversely affect applicant's work performance?								
NOTE: If your answer to Questions 4, 5, 6, 7, or 9 is yes, please give full details under item 10, "Remarks" on Page 2.								
				SIGNATURE				
				POSITION OR TITLE AND NAME OF ORGANIZATION				
				DATE				

**10. REMARKS:** *(Indicate item numbers to which answers apply. Indicate any additional comments regarding the applicant's suitability for the position for which being considered.)*

Item No.	